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2506-59

## RECORDS MANAGEMENT PROGRAM

CONFIDENTIAL

000659

# RECORDS CONTROL SCHEDULE FOR THE FOREIGN DOCUMENTS DIVISION



*FDD transferred  
to For. Broadcast  
Info Div*

25X1

DOC	1	REV DATE	4-4-81	BY	
ORIG COMP		OPI	30	TYPE	11
ORIG CLASS	5	PAGES	51	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 10-2

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RECORDS CONTROL SCHEDULE CONVERSION

The following is a listing of the items on the FDD Records Control Schedule 25.06-59, showing the action to be taken to integrate this Schedule with the FBIS Records Control Schedule 25.051-64. Explanations for the recommended actions are also included where considered pertinent.

RECORDS CONTROL SCHEDULE 25.06-59:

1. ITEM 1: DIVISION SUBJECT FILE  
Action: Transfer to FBIS Schedule.  
Comment: These records remain with the geographical Division organization in the office of the Chief of Production, FBIS.
2. ITEM 2: TOP SECRET FILES  
Action: Review.  
Comment: These records should be identified as to whether they still exist, and where. If these continue as a substantive file, this item should be included in the FBIS Schedule.
3. ITEM 3: TOP SECRET COURIER RECEIPTS  
Action: Omit.  
Comment: Covered by Schedule 25.051-64, Item 3.
4. ITEMS 4 and 5:  
Action: Omit.  
Comment: The Top Secret Logs and Receipts should be used as a reference to the documents' review under ITEM 2. Otherwise covered by FBIS Schedule, Item 5.
5. ITEM 6: REFERENCE MATERIAL  
Action: Omit.  
Comment: Covered throughout FBIS Schedule.
6. ITEM 7: STAFF SUBJECT FILE  
Action: Omit.  
Comment: These files remained with OCR which gave administrative support to FDD. Administrative files are now covered by FBIS Schedule 25.051-64, Items 6 through 15.
7. ITEM 8: INDIVIDUAL PERSONNEL FOLDERS  
Action: Omit.  
Comment: These files are on personnel who transferred with FDD to FBIS. Now covered by FBIS Schedule, Item 7.
8. ITEM 9: EMPLOYEE RECORD CARD FILE  
Action: Omit.  
Comment: Now covered by FBIS Schedule, Item 8.
9. ITEM 10: LANGUAGE TRAINING FILES  
Action: Omit.
10. ITEMS 11 and 12:  
Action: Omit.

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11. ITEM 12.1: PROPRIETARY PROJECT (UT)  
Action: Omit.  
Comment: These records have been retired to the Records Center as FDD records and should be retained as such.
12. ITEM 13: BRANCH SUBJECT FILES  
Action: Omit.  
Comment: These files were reported as retired or destroyed, according to disposition instructions, by FDD Records Officer.
13. ITEM 14: CONSOLIDATED TRANSLATION SURVEY FILES  
Action: Transfer to FBIS Schedule.
14. ITEM 13.1: AUTOMATIC LANGUAGE PROCESSING  
Action: Review as noted, and take appropriate action. Transfer to FBIS Schedule only if appropriate, otherwise omit.
15. ITEM 15: INFORMATION REPORTS  
Action: Transfer to FBIS Schedule.
16. ITEMS 16, 17, and 18:  
Action: Omit.
17. ITEMS 19, 20, 21, and 22:  
Action: Transfer to FBIS Schedule.
18. ITEM 23: LOG BOOKS  
Action: Omit
19. ITEMS 24, 25, 26, 27, and 28:  
Action: Omit.  
Comment: These files are either non-existent, or are covered by FBIS Schedule 25.051-64.
20. ITEMS 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, and 40:  
Action: Omit  
Comment: These files are either non-existent, covered elsewhere in FDD Schedule 25.06-59 items to be transferred to the FBIS Schedule. Item 40 should be reviewed as noted in the disposition instructions.
21. ITEM 41: BRANCH AND SECTION SUBJECT FILES  
Action: Omit.  
Comment: These records were absorbed by the Europe Division, FBIS, which was formerly the Eastern Europe Branch, FDD, as well as the Western World Branch, Item 32. These records are now adequately covered by FBIS Schedule Item 36.
22. ITEM 42 : REQUIREMENTS FILE  
Action: Omit.  
Comment: These records, as well as those of Items 33, 49, 56, and 63, are covered by Item 19.

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23. ITEMS 43 and 44:  
Action: Omit.  
Comment: These records are covered by FBIS Schedule 25.051-64.
24. ITEM 45: FOREIGN NEWSPAPERS AND PERIODICALS  
Action: Transfer to FBIS Schedule  
Comment: This item should be reviewed toward the possibility of transfer of the documents covered directly to the Library of Congress, thereby precluding retirement to the Records Center and subsequent review.
25. ITEM 46: PROJECT LOG  
Action: Omit.
26. ITEM 47: OPERATIONAL INTELLIGENCE CARD FILES  
Action: Review for transfer to FBIS Schedule, especially Item 47.f.
27. ITEM 48: BRANCH AND SECTION SUBJECT FILES  
Action: Omit.  
Comment: Covered by FBIS Schedule Item 36. See also Item 41, FDD Schedule.
28. ITEM 49: REQUIREMENTS FILE  
Action: Omit.  
Comment: Covered by FDD Schedule, Item 19.
29. ITEMS 50, 51, 52, and 53:  
Action: Omit.
30. ITEM 54: OPERATIONAL INTELLIGENCE CARD FILES  
Action: Omit.  
Comment: See Item 47.
31. ITEM 55: BRANCH SUBJECT FILES  
Action: Omit.  
Comment: See Item 41.
32. ITEM 56: REQUIREMENTS FILES  
Action: Omit.  
Comment: See Item 19.
33. ITEMS 57 and 58:  
Action: Omit.
34. ITEM 59: FOREIGN NEWSPAPERS AND PERIODICALS  
Action: Omit.  
Comment: See Item 45.
35. ITEM 60: LOG BOOKS  
Action: Omit.
36. ITEM 61: OPERATIONAL INTELLIGENCE CARD FILES  
Action: Omit.  
Comment: See Item 47.

- 37. ITEM 62: BRANCH SUBJECT FILES  
Action: Omit.  
Comment: Absorbed by Item 48. See also Item 41.
- 38. ITEM 63: REQUIREMENTS FILE  
Action: Omit.  
Comment: See Item 19.
- 39. ITEMS 64 and 65:  
Action: Omit.
- 40. ITEM 66: FOREIGN NEWSPAPERS AND PERIODICALS  
Action: Omit.  
Comment: See Item 45.
- 41. ITEMS 67 and 68:  
Action: Omit.
- 42. ITEM 69: OPERATIONAL INTELLIGENCE FILES  
Action: Omit.  
Comment: See Item 47.

copy

29 March 1967

To Chief Records Management Staff

From Area Records Officer, FDD/FBIS

Please add the following to the Records Control Schedule

✓ 13.1 Automatic Language Processing

Consists of ALP System steno reproduction and machine translation output, postedited copy and published reports.

Disposition: Temporary. Hold in Records Center for 3 years and review.

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APPROVED

CIA Records Administration Officer

3 April 1967  
Date

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Records Administrative Staff

DATE: 12 January 1966

FROM : Records Officer, FDD/CR

SUBJECT: Records Retirement

It is requested that the following item be added to FDD Records Control Schedule.

47. Operational Intelligence Card Files

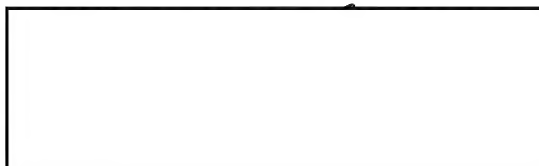
f. Foreign Language Card-Form Dictionary to be used for machine translation dictionaries for various languages. Maintained on 3 x 5 cards and filed alphabetically.

6 cu. ft.

1963-1965

Disposition instructions.

Permanent. Retire to Records Center when no longer needed for reference purposes.



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*Retired*

APPRO



CIA Records Administration Officer

Date

*17 Jan 1966*

ADMINISTRATIVE - INTERNAL USE ONLY



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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 20 September 1961

FROM : Area Records Officer, OO/FDD

SUBJECT: Records Control Schedule

1. It is requested that disposition instructions on Item 59, Foreign Newspapers and Periodicals, Records Schedule 25.06-59, be revised.

2. Disposition instructions should read:

"Temporary. Transfer Free World Sources to Records Center when no longer needed for ready reference in FDD. Review five years after date of material, for transfer to Library of Congress. All other source material to be retained in Section until exploitation is completed and then forwarded to Acquisition Branch, Library for permanent retention."

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cc: Records Center

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APPROV

Chief, Records Management Staff

Date

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Chief, Records Management Staff

22 May 1961

Area Records Officer, FDD/00

Records Control Schedule

✓ 1. Please change disposition instructions for item 12.1, Proprietary Project (UT), of Foreign Documents Division Control Schedule, to read:

"Permanent. Destruction not authorized."

25X1 2. This request is made in accordance with Headquarters Regulation [ ] "Transfer of Records of Terminated Proprietary Projects to Permanent Safekeeping."



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*Robert*

25X1



*5/29/61*

cc: Record Center



ILLEGIBLE

Chief, Records Management

20 February 1961

Area Records Officer, OO/FDD

Records Control Schedule

1. It is requested that disposition instructions on Item 45, Foreign Newspapers and Periodicals, Records Schedule 25.06-59, be revised.

2. Disposition instructions should read:

"Temporary. Transfer to Records Center when no longer needed for ready reference by FDD. Review five years after date of material, for transfer to Library of Congress."

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Records Center

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 15 February 1961

FROM : Area Records Officer, FDD/00

SUBJECT: Records Control Schedule

It is requested the following change be made in the disposition instructions of item 19 a., Records Control Schedule 25.06-59, dated 10 June 1959:

Item 19 a. Requirements

"Temporary. Destroy one year after requirement filled. Place in inactive files when requirement is completed; then hold in current files area and destroy."

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cc: Records Center

APPROVED

Chief, Records Management Staff

2/21/61  
Date

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Chief, Foreign Documents Division

16 June 1959

Chief, Records Management Staff

## Audit of Records Disposition Program

1. Attached is the revised Records Control Schedule No. 25.06-59 prepared as a result of an audit of the Records Disposition Program in your office. The schedule reflects the changes required since the initiation of the program in your area in 1954 and supersedes the previous schedule 25.06-54 dated May 1954.
2. Significant facts developed from the records inventory are:
  - a. 2582 cu. ft. of records are currently maintained in filing equipment having a replacement value of over \$87,500 and consists of the types and amounts shown in the attached equipment inventory.
  - b. 355 cu. ft. or 14% of the total records have permanent value.
  - c. 2227 cu. ft. or 86% are either library material, newspapers or records of temporary value.
  - d. 254 cu. ft. of inactive records were transferred to the Records Center since 1954 (91 cu. ft. during the past year) of which 137 cu. ft. were destroyed in the Center in accordance with the records control schedule.
3. The audit revealed that your volume of records increased only 1% since 1954 which indicates that the amount of inactive records being destroyed or retired is equivalent to the records being created during the same period. A reduction in your total amount of records may be achieved by prompt adherence to the cut off and disposition instructions agreed upon in this schedule with special attention to Item 15 - Information Reports for which a cut off period has been established by this schedule.
4. The survey team reported that your recent action to replace 7 five-drawer card safes with card cabinets resulted in a monetary savings of approximately \$2000 as well as an increase in filing space; and that additional space could also be acquired

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*BEST COPY  
Available*

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by removing unclassified materials from safe type equipment and through periodic screening of analysts files to eliminate obsolete records.

5. The team also observed another area where further improvement could be made in the management of current records. During the audit 52 booklet forms were collected representing only a portion of the forms being produced by your staff. These forms had not been coordinated with the Forms Management Branch where primary responsibility exists for standardization and control of Agency forms. I would like to recommend that a forms survey be made in your area with a view to standardizing forms required by the Division thereby cutting operating costs and increasing the efficiency of the Staff.

25X1 6. I wish to express my appreciation for the assistance of [redacted] and the members of your Staff to the survey team during the audit. [redacted] will be available to 25X1 advice and assist in implementing your Records Management Program.

25X1 [redacted]

Enclosures (2)  
Records Control Schedules  
Equipment Inventory

Distribution:

- Orig & 1 - Addressee
- 1 - Records Center
- 1 - Records Disposition Branch [redacted]

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Mgt/S/RMS/RDB

June 1959)

6/10/59

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 25.06-59 for the  
Office of Operations/Foreign Documents Division  
is approved and authority hereby given to implement  
the disposition instructions contained therein.

Preparation and Review:

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Chief, Records Disposition Branch

Approved:

25X1

Chief, Records Management Staff

Date

6/10/59

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Effective March 1, 1967 Foreign Documents  
Division exclusive of Acquisition Branch  
was transferred from OCR to FBIS.

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**Foreign Documents Division**  
**ITEMS CHANGED FOR REVISED SCHEDULE NO. 25.06-59**

OLD SCHEDULE 25.06-54	NEW SCHEDULE 25.06-59	OLD SCHEDULE 25.06-54	NEW SCHEDULE 25.06-59	OLD SCHEDULE 25.06-54	NEW SCHEDULE 25.06-59
<b>(Office of Chief)</b>				<b>(Eastern Europe Br)</b>	
1	1	17	18	36	41
2	2	18	19		a new
	3 new	a	a		b new
	4 new	b	b	37	42
10a	5 new		20 new	a	a
3	6	19	21	b	b
a	a	a	a	c omit	
b omit	b new	b	b	38	43
		20	22	39	44
		21	23	40	45
		a omit		41 omit	
		b omit		42	46
		c	a	a	a
		d	b	b	b
		e omit		43	47
	a new	22 omit		a	a
	b new	23 omit		b	b
8	c	24	24	c	c
	(1)	25	25	d	d
	(2)	26	26	e	e
9	11	a	a	f omit	
	12 new	b	b		
			27 new	<b>(USSR Branch)</b>	
			28 new	44	48
<b>(Message Center)</b>		<b>(Western World Br)</b>			a new
10a	25				b new
b	29a	27	32	45	49
b	b		a	a	a
	c new		b	b	b
c omit	d new	28	33	c	c
d	e	a	a	46	50
e	f	b	b	47	51
	g new	29	34	48	52
11	30	30	35	49 omit	
	31 new	31	36	50	53
		32	37	a	a
<b>(Support Branch)</b>		33	38	b	b
12	13	34 omit		c	c
13	14	35	39	d	
14	15	a	a	e	
15 omit		b	b	f	
	16 new	c	c		
16	17	d omit			
a			40 new		
b					

## FDD ITEMS CHANGED ON SCHEDULE

Page 2

OID SCHEDULE 25.06-54	NEW SCHEDULE 25.06-59	OID SCHEDULE 25.06-54	NEW SCHEDULE 25.06-59
51	54	66 omit	68
a	a	67	a new
b omit			b new
c	b		c new
d	c new	68 omit	
d	d	69	69
e omit		a	a
f omit		b	b
g omit		c	c
	e new	d	d
(Far East Branch)		e	e
52	55	f	f
	a	g omit	
	b	h omit	
53	56	i	g
a	a		h new
b	b	70 omit	i new
54	57		
55	58	(Propoganda Analysis Br)	
56	59	71 omit	
57	60	72 omit	
a	a	73 omit	
b	b	74 omit	
58	61		
a	a		
b	b		
c omit			
d	c		
e	d		
f	e		
g	f		
(Scientific & Tech. Br)			
59	62		
60	63		
a	a		
b	b		
61	64		
62	65		
63	66		
64 omit			
65	67		
a	a		
b	b		
c omit			
d omit			

31 March 1959

OO/FMD FILING EQUIPMENT INVENTORY

<u>TYPE OF EQUIPMENT</u>	<u>UNITS ON HAND</u>	<u>UNIT PRICE</u>	<u>EQUIPMENT VALUE</u>
(SAFE)			
5-drawer, card	9	\$ 428.00	\$ 3,852.00
4-drawer, legal	121	438.00	52,998.00
17-tray Kardex	4	434.00	1,736.00
4-drawer, Receding Door, Vault	3	294.00	882.00
(CABINETS)			
12-wheel, Roto Card File	2	2,500.00	5,000.00
10-drawer, card	13	105.00	1,365.00
9-drawer, card	5	100.00	500.00
7-drawer, card	10	90.00	900.00
5-drawer, card	3	179.00	537.00
5-drawer, legal	8	85.00	680.00
5-drawer, letter	2	52.50	105.00
4-drawer, legal	53	55.00	2,915.00
4-drawer, letter	12	49.00	588.00
16-tray Kardex	4	275.00	1,100.00
2-door, supply	6	46.00	276.00
5-drawer, map case	3	112.00	336.00
(TRAYS)			
Saf-T-Stack, 6x6 card	8	6.00	48.00
20 inch, 3x5 card	12	5.50	66.00
(BOOKCASES)			
3-ft section with glass door	382	25.77	9,844.14
Cap and Base Sections	100	23.75	2,375.00
(STEEL SHELVING)			
Single, 3-ft. storage unit, 7 high	17	49.73	833.00
Double, 3-ft. file unit, 7 high	4	160.00	640.00
(OTHER)			
Wooden, Book-Shelves (total Footage)	169		none
Newspaper Storage Cubicals (cu.ft.)	2,102		none
TOTAL			\$ 87,534.14

# RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP80-00487A000400230001-4

**SECRET**

SCHEDULE NO.

25-06-59

25

OFFICE, DIVISION, BRANCH

OFFICE OF OPERATIONS, FOREIGN DOCUMENTS DIVISION,  
OFFICE OF THE CHIEF

SIGNATURE

TITLE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE  Consists of correspondence, reports, surveys, and other papers documenting policies and operations of the Division pertaining to exploitation and translation of foreign language publications. The file also includes records accumulated in directing the Division's programs. Filed according to Agency's Subject Filing System. (1957 to date)	3.5	Permanent. Destruction not authorized. Cut off file at end of each calendar year; retain in current files area for 2 years; then screen and transfer file to CIA Records Center.
2	TOP SECRET FILES  Includes the Division's TOP SECRET documents, correspondence, reports, translation requirements, and project support activities. Maintained separately due to classification. Filed by TOP SECRET Control Number. (1947 to date)	2.0	Temporary. Retain in current files indefinitely. Periodically, at least annually, review file for possible downgrading or destruction. ✓
3	TOP SECRET COURIER RECEIPTS  Copies of TOP SECRET Courier Receipts used to transmit documents. Filed chronologically. (1958 to date)	.1	Temporary. Destroy after 3 months. Retain in current files area and destroy 3 months after date of transmittal.
4	TOP SECRET DOCUMENT RECEIPTS  TOP SECRET Document Receipts signed by recipient to acknowledge receipt of document. (1957 to date)	.1	Temporary. Destroy after 2 years. Retain in current files area and destroy 2 years after receipt date.

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP80-00487A000400230001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
5	<p>TOP SECRET LOGS</p> <p>File copy of records detailing movement of TOP SECRET material in Division custody. Original forwarded to CIA TOP SECRET Control Officer. Filed chronologically. (1950 to date)</p>	.1	<p>Temporary. Destruction not authorized. Transfer to the Records Center when no longer needed for reference purposes.</p>
6	<p>REFERENCE MATERIAL</p> <p>a. Unclassified Library and personal books, technical manuals, dictionaries, and other material used as ready reference.</p> <p>b. These are classified documents, reports, regulations, and other material used as ready reference.</p>	<p>12.0</p> <p>2.0</p>	<p>Temporary. Retain indefinitely. Review periodically, at least annually, for material no longer needed and return to library or owner.</p> <p>Temporary. Retain indefinitely. Review periodically, at least annually, for material no longer needed and destroy.</p>

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# RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

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SCHEDULE NO.

25 06 59

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/FDD

FDD/Administrative Staff

SIGNATURE

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TITLE

Administrative Officer

19 May 1959

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

7

## STAFF SUBJECT FILE

Consists of correspondence, reports and form documents reflecting the administrative functions for the Division on matters pertaining to personnel, training, security, career service, budget and other functions of the office. File also reflects the administrative support to the field offices and the coordination of certain programs. Maintained for administrative and planning purposes. Filed by Agency Subject Numeric Filing System. (1952 to date)

6.5

ILLEGIB

Temporary. Destroy after 3 years. Cut off at the end of each calendar year, retain in current files area one year and transfer to the Records Center.

8

## INDIVIDUAL PERSONNEL FOLDERS

These files consist of extra copies of personnel documents which reflect accessioning, transfer, assignment, promotion, and separation of employees; also training courses attended, personal qualifications, leaves, personnel evaluations, security violations and other information acquired in the administration of personnel activities of the division. Filed alphabetically by surname.

(Current)

8.0

ILLEGIB

Temporary. Destroy 6 months after employee is separated. Place in inactive file upon separation of employee. Retain in current files area 6 months and destroy.

ILLEGIB

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
	EMPLOYEE RECORD CARD FILE		
	<p>These are Form OF-4b "Employee Record Card" maintained on all FDD personnel. The cards contain summary information extracted from the personnel files, such as, employee's name, grade, position, personnel actions, training, etc. Cards are so arranged to facilitate planning Division personnel activities, filling T/O vacancies, replacements, promotions, etc. Filed organizationally and by position thereunder.</p> <p>(Current)</p>	.3	<p>Temporary. Destroy when employee is separated from the Agency; upon intra-agency transfer forward to gaining office.</p> <p>OCV FBI</p>
10	LANGUAGE TRAINING FILES		ILLEG <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>
	<p>a. Scored Language Examinations. These are the written results of language examinations given to applicants and Agency personnel to determine their language potentialities. They consist of the completed examinations together with reviewing officer comments and evaluations. Filed alphabetically by surname. (1957-59)</p>	.5	<p>Temporary. Destroy after 2 years. Cut off file at end of each year; retain for 2 years and destroy.</p>
	<p>b. Transliterations. These are copies of transliterations of examinations used for training purposes.</p>	.4	<p>Temporary. Destroy when superseded by revised copy or when no longer needed for training purposes.</p>
	<p>c. Language Examinations. These are copies of language examinations which are prepared by FDD branch personnel for testing purposes. Maintained according to language. Also included is a supply of language exams used for the JPRS program. These are maintained separately for security purposes.</p>		
	<p>1. Record set of all examinations together with revisions.</p>	.5	<p>Permanent. Disposal not authorized. Transfer to the Records Center on an annual basis.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP76-00487A000400230001-4	
	2. Extra copies maintained as supplies.	3.0 Temporary. Destroy when revised or obsolete.
11	REFERENCE PUBLICATIONS  Copies of supply catalogs listing Agency stock items. Maintained for convenience of reference. (Current)	.5 Temporary. Destroy when superseded or no longer needed for reference purposes.
12	IMPREST FUNDS  These are revolving funds maintained for use by headquarters and field offices for operational and taxi expenditures. Funds are accounted for upon application for replenishment. Filed by fiscal year.	.4 Temporary. Destroy after 4 years. Cut off at the end of each fiscal year and transfer to the Records Center 2 years thereafter.
12.1	PROPRIETARY PROJECT (UT)  Consists of records, books of account, vouchers, paid checks, bank statements, correspondence, and related records. 1952-57	11.0 <i>Permanent Disposal not authorized</i> <del>Temporary. Transfer to Records Center. Review for possible destruction at end of 1964.</del> (per memo from RMO/FDD dated 23 Mar 60) RD <i>See H Reg [ ] [ ] 1961 and F.D.D memo of 22 May 1961 R.D. 5/29/61 Retained</i>

Approved For Release 2005/11/21 : CIA-RDP76-00487A000400230001-4



RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

**SECRET**

SCHEDULE NO.

37A000400230001-46-59

OFFICE, DIVISION, BRANCH

OO/FDD

SUPPORT BRANCH

SIGNATURE

25X1

CONCURRENCE

TITLE

*Chief, Support Branch 18 May 59*

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

13

**BRANCH SUBJECT FILES**

Consists of correspondence, reports, studies, records, and other papers documenting policies and operations for the Support Branch. Each Section of the Branch supports the Division by procuring, screening and distributing incoming material, editing and publishing, reports and surveys produced by the Division, and by maintaining statistical records and developing necessary reports of all existing translation and exploitation activities. Current active portions of this file are maintained by each Section of the Branch; inactive files are maintained in a central file. Filed according to the Agency Subject Numeric Filing Manual.  
(1957 to date)

7.2

Permanent. Disposition not authorized. Cut off file at end of each calendar year. Screen the cut off file and retain in current files for 1 year; then transfer to CIA Records Center.

*Revised  
as returned*

14

**CONSOLIDATED TRANSLATION SURVEY FILES**

This is the central cross-index of all foreign language exploitation and translation projects in process or completed by all USIB Agencies, private institutions, universities, and commercial translation organizations. The indexes are on 3x5 cards and arranged according to subject, country, author, source, and document number. Reference to file prevents duplication of translation efforts.  
(1947 to date)

15.2

Permanent. Disposition not authorized.

*Transfer serial cards to Records Center in cubic foot lots.*

*FBI's*

25X1

13.1

Automatic Language Processing  
ALP System steno reproduction and machine translation output, postedited copy and published reports.

Temporary. Hold in Records Center for 3 years and review.

see FDD memo 29 Mar 1967

*RD.*

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
18	<p>REQUISITION FILE</p> <p>Copies of requests to Printing Services for printing, reproduction, copying, and book-binding work. Filed numerically according to Job Number.</p> <p>(July 1957 to date)</p>	0.6	<p>Temporary. Destroy after 1 year. Cut off file each calendar year; then retain current files area for 1 year and destroy.</p> <p><i>Netels</i> <i>chgs per JDD memo 2/15</i> <i>RD 12/16</i></p>
19	<p>REQUIREMENTS</p> <p>a. These are specific requests for exploitation and translation of foreign language material made on the Division by the Agency and other USIB members. Filed numerically by office assigned numbers.</p> <p>(1957 to date)</p> <p>b. These are guide type requirements for continuous exploitation of foreign language material. Filed by requestor.</p>	7.0	<p>Temporary. Destroy <del>2</del> years after requirement filled. Place in inactive files when requirement is completed; then hold in current files area and destroy.</p> <p><i>FAIS</i></p>
		1.0	<p>Temporary. Destroy when superseded or cancelled.</p> <p><i>FAIS</i></p>
20	<p>FIELD CONTRACT SERVICE ORDERS</p> <p>These are requests to the field offices for service (translation or research). The files contain a copy of the contract service order, correspondence and any instructions. Translation requests are on a one-time basis whereas research requests may be of long term or continuing basis. Filed by field office and type of service order</p> <p>(1957 to date)</p> <p>A. Translation B. Research</p>	3.0	<p>Temporary. Destroy after <sup>2</sup><del>3</del> years. Place in inactive file when request fulfilled; destroy <del>3</del> years later.</p> <p><i>(Per [redacted] 22 Jan 1963)</i> <i>fgk</i> <i>FAIS</i></p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
21	PROJECT RECORD SHEETS		
	a. Consists of Forms No. 695, Project Record, detached from FDD reports when the project is completed. Prepared by FDD personnel originating the project and attached to it during translation and exploitation processing. Serves as accountability and control record during processing and is retained for reference purposes. Information duplicated in Item 17. Filed by office and chronologically. (1958 to date)	2.5	Temporary. Destroy after 3 months. Cut off file each 3 months; retain cut off file in current files 3 months and destroy.  FBI/IS OK
	b. Project record sheets maintained on special projects. Not duplicated elsewhere. Filed by office number. (1956 to date)	2.2	Temporary. Destroy 2 years after project completed.  FBI/IS OK
22	COMPILATION OF STATISTICS		
	a. These are statistical reports compiled for the Division based on monthly reports and work sheets. Information relates to the number of requirements placed on FDD, languages, pages, cost, etc. File used for reference, planning, justification, and activity comparisons. Filed chronologically. (1952 to date)	2.0	Permanent. Disposition not authorized. Retain in current files for 3 years; then incorporate with Branch Subject Files and retire to CIA Records Center.  FBI/IS OK
	b. Work Sheets used for compiling above statistical reports. (1954 to date)	1.5	Temporary. Destroy 1 year after report has been compiled.  FBI/IS

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4			
15	<b>INFORMATION REPORTS</b>  One copy of each Information Report and publication produced by the Division such as OO-W, Q, X, summaries, translations, JPRS, and other information reports. These are the official Agency record copies and are maintained here for convenience of reference. Copies of most reports are available in Records Center for distribution. Filed by report number or by title and category. (1946 to date)	327.0	Permanent. Disposition not authorized. At the end of each year retire to the Records Center reports over 2 years old.  <i>NHS</i>
16	<b>RECLASSIFICATION ACTIONS</b>  These are letters and memos from FDD classification officer requesting and authorizing regrading action on specific documents, and memoranda and notices from CIA classification authorizing regrading. Filed numerically.	.5	Temporary. Destroy 1 year after notification of reclassification. (Record copy should be available with CIA classification control office).  <i>Relite</i>
17	<b>PROJECT RECORD CARD FILES</b>  a. This file is the status record of the Division's projects, completed or in process. It is used to maintain control over projects, to compile the Division's production reports, and as a reference to items reported in the Monthly Consolidated Translation Survey. Recorded information includes title, source, language, number of pages, requirement number, date of publication, etc. These are 5x8 cards filed numerically by project number. (1947-1954)	14.0	a. Permanent. Disposition not authorized. Retire to Records Center when no longer needed for reference purposes.  <i>Retired</i>
25X1	b. Same as above [Redacted Box]	3.7	b. Temporary. Transfer to Records Center after completion. Destroy five years after completion of project.
APPRO	[Redacted Box] date) <i>19 Oct 67</i> Date		
CIA Records Administration Officer Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
15	INFORMATION REPORTS		
25X1	One copy of each Information Report and publication produced by the Division such as [ ]	327.0	Permanent. Disposition not authorized. At the end of each year retire to the Records Center reports over 1/2 years old. <i>2 per phone call</i> <i>3/16/60</i> <i>R.D.</i>
25X1	[ ] summaries, translations, JPRS, and other information reports. These are the official Agency record copies and are maintained here for convenience of reference. Copies of most reports are available in Records Center for distribution. Filed by report number or by title and category. (1946 to date)		
16	RECLASSIFICATION ACTIONS		
	These are letters and memos from FDD classification officer requesting and authorizing regrading action on specific documents, and memoranda and notices from CIA classification authorizing regrading. Filed numerically.	.5	Temporary. Destroy 1 year after notification of reclassification. (Record copy should be available with CIA classification control office). <i>Not</i>
17	PROJECT RECORD CARD FILES		
	This file is the status record of the Division's projects, completed or in process. It is used to maintain control over projects, to compile the Division's production reports, and as a reference to items reported in the Monthly Consolidated Translation Survey. Recorded information includes title, source, language, number of pages, requirement number, date of publication, etc. These are 5x8 cards filed numerically by project number. (1954 to date)	3.7	Temporary. Destroy 5 years after completion of project or when necessary identification is incorporated in CTS File. (see item 14). <i>Return</i>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4 <b>SECRET</b>		
	c. Anticipated Statistical reports made up from a and b above and filed in looseleaf binder for convenient references while participating at meetings, etc.	1.2	Temporary. Destroy when no longer needed.
23	LOG BOOKS		
	a. Project Numbering Control for Division. A listing by numbers of projects assigned to the Branches. Maintained for control and statistical purposes.	.2	Temporary. Destroy after 1 year. Cut off file at end of each year; retain 1 year and destroy. <i>initialed</i>
	b. Publications Numbering Control for Division Reports. Includes the publication number, project number, requirement, branch and dates. Used for control purposes.	.3	Temporary. Destroy after 1 year. Cut off file at end of each year; retain 1 year and destroy. <i>initialed</i>
24	REFERENCE PUBLICATIONS FILE		
	Classified copies of NSC, NIS, charts, regulations, memos, requirements, pamphlets, etc. used for reference. Maintained by Editorial Section and filed by publication.	4.0	Temporary. Destroy when superseded or no longer needed. <i>FBIS</i>
25	LIBRARY MATERIAL		
	Bound books, encyclopedias, dictionaries, gazeteers, year books, and others. Maintained for reference.	20.0	Temporary. Return to CIA Library when no longer needed. <i>FBIS</i>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4 <b>SECRET</b>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4			
26	<p><b>BOOK PURCHASE FILE</b></p> <p>Record of reference books purchased for the Division through the Library.</p> <p>a. Pink copy of library purchase order retained as a suspense file. Filed by title.</p> <p>b. Document request card recording all books purchased for or loaned to the Division. Used for control purposes. Filed alphabetically by book title.</p>	1.1	<p>Temporary. Destroy when book is returned to the Library.</p> <p><i>FBIS</i></p>
27	<p><b>SUBSCRIPTION LISTS</b></p> <p>Lists of periodicals and newspapers obtained or received by each Area through Acquisition Branch Library. Each Area desk has one copy. Screening Section keeps a central subscription list which is maintained in loose leaf binders.</p>	.5	<p>Temporary. Destroy after 1 year. (New list is prepared annually.)</p> <p><i>FBIS</i></p>
28	<p><b>LOG OF MATERIAL SCREENED</b></p> <p>Lists all foreign language material screened for FDD. Serves as central control for documents sent to Area Branches for further analysis. Documents are returned to Screening Section with indication whether Area wished document or book ordered. File includes a record of control number, languages involved, date screened and if accepted or rejected. Maintained in notebook binders for each area branch. Used by each area for monthly statistical workload report which is submitted to Records section.</p>	.2	<p>Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year then destroy.</p> <p><i>stat</i></p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4			

# RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

**SECRET**

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SUPPORT BRANCH, Message Center Section

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

29

## MAIL LOG

Records and controls of all classified material received and dispatched by the Division. Records maintained primarily for security purposes. Files divided by type of material recorded and arranged chronologically.

a. Incoming Mail Log. Looseleaf notebook recording all mail received by the Division. Filed chronologically by number.  
(1950 to date)

b. Outgoing Mail Log. File of 3x5 transmittal slips recording all mail dispatched by the Division. Filed chronologically by number.  
(1958 to date)

c. Dispatches Log. Looseleaf notebook recording all dispatches transmitted by Division. Filed chronologically by number.  
(1957 to date)

d. Library Log. Looseleaf 4x5 notebook used to record all of Division's short term loans of library books.  
(1957 to date)

0.1

Temporary. Destroy after 1 year. Cut off at end of each calendar year, then retain 1 year and destroy.

0.6

Temporary. Destroy after 1 year. Cut off at end of each calendar year; then retain 1 year and destroy.

0.1

Temporary. Destroy after 1 year. Cut off at end of each calendar year; then retain 1 year and destroy.

0.1

Temporary. Destroy after 1 year. Cut off at end of each calendar year; then retain 1 year and destroy.

ILLEGIB

ILLEGIB

7

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

**SECRET**



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP80-00487A000400230001-4	SECRET	
	e. Subscriptions Log. A Kardex file for domestic subscriptions. A record of the periodical by title together with issues received and dissemination of same.	0.1	Temporary. Destroy after 1 year. Cut off at end of each calendar year; then retain 1 year and destroy.
	f. Document Receipts. Copies of unsigned document receipts acknowledging receipt of classified material distributed outside the Agency. Retained as suspense file and reference file. (1957 to date)	0.1	Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files for 1 year and destroy.
	g. Cable Log. A numerical listing of all cables received in the Division. Filed chronologically. (1957 to date)	.1	Temporary. Destroy after 1 year. Cut off file at the end of each year; retain 1 year then destroy.
30	CLASSIFIED MAIL RECEIPTS		ILLEGIB
	These are copies of the mail receipts which are signed by couriers for pick-up of material for delivery to addressee. Filed chronologically. (1958 to date)	.2	Temporary. Destroy after 3 months. Place in inactive file when book completed; destroy 3 months later.
31	IMPREST STAMP FUND		
	Record of registered mail together with postal receipts which are submitted to the Agency Mail Room when replenishment of fund is necessary. Filed by fiscal year.	.1	Temporary. Destroy after 4 years. Cut off at the end of each fiscal year; retain for four years then destroy.
	Approved For Release 2005/11/21 : CIA-RDP80-00487A000400230001-4	SECRET	

RECEIVED FROM RSHS 2005/11/21 : CIA-RDP76-06437A000400230001-4

**SECRET**

SCHEDULE NO.

2506-59

CONCURRENCE

OFFICE, DIVISION, BRANCH

00/FDD

Western World Branch

SIGNATURE

25X1

TITLE

Chief, Western World Branch 18 May 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
32	<p><b>BRANCH SUBJECT FILE</b></p> <p>Consists of copies of memorandums, reports and other papers relating to the administration of the Branch and its Sections. Portions of the file are maintained by each Section Chief as a convenient reference. Filed according to the Agency's Subject Numeric Filing System. (1956 to date)</p> <p>a. Branch Subject File. Maintained in office of the Branch Chief.</p> <p>b. Section Subject File. Maintained in office of Section Chief.</p>	<p>0.5</p> <p>0.8</p>	<p><i>retit</i></p> <p>Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area 1 year and destroy.</p> <p>Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area 1 year and destroy.</p>
33	<p><b>REQUIREMENTS FILES</b></p> <p>a. Copies of operational guides and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Support Branch. File is used in preparing reports. Filed alphabetically according to requesting office. (1955 to date)</p>	<p>1.0</p>	<p>Temporary. Destroy after 1 year except continued guide requirements which are destroyed upon cancellation. Place in inactive file when requirement is completed or cancelled.</p>

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP76-06437A000400230001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		SECRET	
34	<p>b. Extra copies of operational requirements maintained by each geographical section for convenience.</p> <p>RESEARCH AND REFERENCE MATERIAL</p> <p>Copies of classified intelligence reports, State dispatches, reports from Army, Navy, Air Force, and FBIS, maps, pamphlets, NIS's, and other material used as reference. Maintained in each section and filed according to category. (1956 to date)</p>	1.0  88.0	<p>Temporary. Destroy when requirements have been completed or cancelled.</p> <p>Temporary. Retain indefinitely. Screen periodically at least annually, and destroy material superseded or no longer needed.</p>
35	<p>LIBRARY REFERENCE MATERIAL</p> <p>Unclassified bound books, technical manuals, dictionaries, year books, etc., used as reference material. Books assembled in bookcases and on individual desks and shelves as needed. (1954 to date)</p>	262.	<p>Temporary. Retain indefinitely. Screen periodically, at least annually, and return or dispose of material no longer needed.</p>
36	<p>FOREIGN NEWSPAPERS AND PERIODICALS</p> <p>Copies of newspapers and periodicals received by subscription or special circumstances. Material used for scanning, exploiting, or translation as directed by requirements and the Division's mission. Material distributed to Sections concerned and filed chronologically. (1954 to date)</p>	145.0	<p>Temporary. Retain in Section until exploitation is completed and then forward to Acquisition Branch, CIA Library for retention.</p>
37	<p>PROJECT RECORD SHEETS</p> <p>Consists of record sheets removed from projects completed by Branch. Maintained only to prepare monthly production report. Filed numerically by project number. (Current)</p>	0.1	<p>Temporary. Destroy after 1 month. Destroy after monthly report for that period is completed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
38	<p>PROJECT LOG</p> <p>Ledger-type books used to control assigning of project numbers within the Branch and as a ready reference. Recorded numerically and includes project title, language, and requirement. (1957 to date)</p>	0.1	<p>Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area for 1 year and destroy.</p>
39	<p>OPERATIONAL INTELLIGENCE CARD FILES</p> <p>These card files are maintained as ready reference of various intelligence material in each language area and are useful in preparing Information Reports.</p> <ul style="list-style-type: none"> <li>a. Abbreviations and glossary file of unusual foreign language terms used to supplement dictionaries. Maintained by language area, on 3x5 cards, and filed alphabetically.</li> <li>b. Index of newspapers and periodicals listing title, editor, address, political affiliation, source, and other data. Maintained by language area, on 5x8 cards, and filed alphabetically by title.</li> <li>c. Personalities. File of certain individuals reported in foreign newspapers and periodicals. Card includes name and brief biography. Maintained by language area, on 3x5 cards, and filed alphabetically by surname.</li> </ul>	<p>1.2</p> <p>.6</p> <p>.3</p>	<p><i>deleted</i></p> <p>ILLEG</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when glossary is published or material is no longer needed.</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
40	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		<i>revised</i> 5-1-63
25X1	<div data-bbox="261 995 837 1220" style="border: 1px solid black; height: 100px; width: 350px;"></div> <p>b. Card file index to above. Index on 6x6 cards, filed alphabetically.</p>	14.0	Temporary. Retire to Records Center. Review five years after date of transfer, for possible destruction.
		2.0	Temporary. Retire to Records Center. Review five years after date of transfer, for possible destruction.
	25X1		<i>Noted</i>
	<div data-bbox="711 1671 1058 1793" style="border: 1px solid black; height: 50px; width: 200px;"></div> <p>APPROVED</p> <p>CIA Records Administration Officer</p>		<p><i>9 May 1963</i></p> <p>Date</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4			
40			
25X1		14.0	Temporary. Retain indefinitely. Retain in current files area until exploitation is completed and when no longer needed files may be destroyed upon Division Chief's approval.
25X1	b. Card file index to [redacted] Index is maintained on 6x6 McBee Keysort cards, filed alphabetically.	2.0	Temporary. Retain indefinitely. Retain in current files area until exploitation of documents is completed and when no longer needed these may be destroyed.
<p><i>see revised item on May 1, 1983 memo from JDD</i></p> <p><i>4/3/83</i> <i>CPD.</i></p>			
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4			

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Administration Officer

DATE: 1 May 1963

FROM : Area Records Officer, FDD/00

SUBJECT: Records Schedule Change

STAT

Request attached schedule change be approved.

STAT

STAT

5/3  
checked

as to

why she couldn't destroy these  
now and borrow again from

STAT

when and if she needed them again  
she said her Chief wanted them available  
quickly and such service wasn't available from

STAT

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

SECRET

SCHEDULE NO.

25.06-59

OFFICE, DIVISION, BRANCH

FDD/Eastern Europe Branch

DIV

SIGNATURE

25X1

TITLE

Chief, Eastern Europe Branch 19 May 59

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
41	<p><b>BRANCH AND SECTION SUBJECT FILES</b></p> <p>Consists of extra copies of memos, reports and other papers relating to the administration of the activities of the Branch and Section. Maintained as a convenience file for reference. Filed by subject.</p> <p>(1958 to date)</p> <p>a. Branch Subject File</p> <p>b. Section Subject File</p>	<p>1.3</p> <p>1.1</p>	<p>Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.</p>
42	<p><b>REQUIREMENTS FILES</b></p> <p>a. Copies of operational requirements served on the Branch by other offices or agencies. Record copies maintained in Support Branch. Used for reporting purposes. Filed by requesting office.</p> <p>b. Extra copies of operational requirements maintained in each geographical section for convenience.</p>	<p>1.2</p> <p>1.5</p>	<p>Temporary. Destroy after 1 year. Place in inactive file when requirement has been completed or cancelled.</p> <p>Temporary. Destroy upon completion of requirement.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
43	<p>REFERENCE AND RESEARCH MATERIAL</p> <p>Consists of copies of intelligence reports, State dispatches, National Intelligence Survey, pamphlets, publications, maps and other material. Used as references in preparing information reports. Material is maintained by individual sections due to geographical and language variations. Filed by subject content.</p>	73.4	Temporary. Destroy when superseded or no longer needed.
44	<p>LIBRARY REFERENCE MATERIAL</p> <p>These are bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.</p>	189.0	Temporary. Retain indefinitely except that material when no longer needed will be returned to the Library.
45	<p>FOREIGN NEWSPAPERS AND PERIODICALS</p> <p>These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Divisions mission. Divided among the sections according to language content.</p>	30.0	Temporary. <i>Transfer to Records Center</i> To be forwarded to Acquisition Branch, CIA Library when exploitation completed. <i>when no longer needed for ready reference. Review 5 years after date of material, for transfer to Library of Congress. per memo 20 Feb 61</i>
46	<p>PROJECT LOG</p> <p>a. Log book used for assigning project numbers within the Branch and for maintaining a ready reference. Information recorded is the project number, title, date, requirement, language and pages. (55-58)</p> <p>b. 3x5 card file maintained on projects in process or completed. Filed by requirement number and office. Used for control and in preparing monthly progress reports.</p>	.2  .2	<p>Temporary. Cut off at end of each year; retain in current files area 1 year and destroy.</p> <p>Temporary. Maintain one month level. Destroy when monthly report completed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
47	<p>OPERATIONAL INTELLIGENCE CARD FILES</p> <p>Maintained by each language area and used as a ready reference in preparing information reports.</p> <p>a. Abbreviations and glossary files which supplement dictionaries. Maintained on 3x5 cards and filed alphabetically.</p> <p>b. Index of newspapers and periodicals giving title, editor, source, political affiliation and other pertinent data. Maintained on various sized cards. Filed by title.</p> <p>c. Personalities. Card files maintained on names of individuals appearing in foreign newspapers and periodicals giving brief biographic summary. Filed alphabetically by surname.</p> <p>d. These cards contain information on organizations, plant data and other groups which is extracted from the foreign documents and used as reference material. Filed categorically in each language area.</p> <p>e. Index of political articles appearing in Journals and newspapers, to be used by Radio Propaganda Branch. Maintained on 3x5 cards and filed by source, author, country, etc. (1957 to date)</p> <p>f. Operational Intelligence Card Files Foreign Language Card Form Dictionary to be used for machine translation dictionaries for various languages. On 3x5 cards and filed alphabetically.</p>	<p>4.8</p> <p>0.5</p> <p>1.3</p> <p>.3</p> <p>1.1</p> <p>6.0</p>	<p>Temporary. Destroy when dictionary published or when no longer needed.</p> <p>Temporary. Destroy when obsolete or when no longer needed.</p> <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p> <p><del>Permanent. Retire to Records Center when no longer needed for reference purposes.</del> per Memo 12 Jan 1966 <del>Temporary. Destroy when no longer needed</del> See memo 25 Nov 68. 1 RD. neft</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
	<p>25 NOV 1968</p> <p>OPTIONAL FORM NO. 10 5010-104</p> <p>UNITED STATES GOVERNMENT</p> <p><i>Memorandum</i></p> <p>TO : Chief, Records Administrative Staff      DATE: 25 November 1968</p> <p>FROM : Records Officer, FBIS</p> <p>SUBJECT: Records Control Schedule 25.06-59</p> <p>1. It is requested that the disposition instructions for item 47 F., Operational Intelligence Card Files, Foreign Language Card-Form Dictionary be changed to read "Temporary " Destroy when no longer needed.</p> <p>2. Similar card-form dictionaries are available elsewhere in machine language form.</p> <p>STAT 3. If this request is approved, it is further requested its Request 66-516 be destroyed.</p> <p>APPROVE <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span> 14 Jan 69 CIA Records Administration Officer      Date <span style="border: 1px solid black; display: inline-block; width: 100px; height: 30px; vertical-align: middle;"></span></p> <p style="text-align: right;">STAT</p>		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

25.06-59

Approved For Release 2005/11/21 : CIA-RDP78-00467A000400230001-4

CONCURRENCE

OFFICE, DIVISION, BRANCH

FDD/USSR

SIGNATURE

25X1

TITLE

Chief USSR Gr 18 May '59

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

48

BRANCH AND SECTION SUBJECT FILES

Extra copies of memos, reports, regulations and other papers relating to the administration of the activities of the Branch and Section. Maintained as a convenience file for reference. Filed by subject matter.  
(1958 - 1959)

- a. Branch Subject File
- b. Section Subject File

2.0  
.5

Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.

49

REQUIREMENTS FILES

- a. Copies of operational guide requirements and specific requirements served on the Branch by other offices and agencies. Record copies maintained in Support Branch. Used for office reference and reporting purposes. Filed by requesting office. (This file is in the process of being converted to a 3x5 card file).
- b. Extra copies of operational requirements maintained by each functional section for convenience.

.3  
  
  
  
  
.2

Temporary. Destroy six (6) months after completion of requirement. Place in inactive file when requirement is completed or cancelled.

Temporary. Destroy when requirement has been completed; cancelled or superseded.

ILLEGIB

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00467A000400230001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
	c. 3x5 card file index to Branch requirements for easy reference. Filed by office and numerically thereunder. This card file is also used for statistical reporting purposes.	.1	Temporary. Destroy six (6) months after completion of requirement. Place in inactive file when requirement is completed or cancelled.
50	REFERENCE AND RESEARCH MATERIAL		
	Copies of intelligence reports, State dispatches, Army, Navy and Air Force reports, National Intelligence Surveys, pamphlets, publications, maps, also rough drafts of completed reports. Used as references in preparing information reports. Material maintained by each section due to geographical and technical variations. Filed by subject category.	97.0	Temporary. Destroy when no longer needed as reference.
51	LIBRARY REFERENCE MATERIAL		
	These consist of bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	272.0	Temporary. Retain indefinitely except that material when no longer needed will be returned to the library.
52	FOREIGN NEWSPAPERS AND PERIODICALS		
	These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Divisions mission. Divided among the sections according to functional interest.	113.0	Temporary. To be forwarded to Acquisition Branch when exploitation completed.
53	LOGS		
	a. Periodical Log. A 5x8 card file used to record receipt of newspapers and periodicals. This file is kept to account for newspapers and periodicals and to evaluate the future needs. Filed in a Kardex safe by title of newspaper and periodical. (1958-1959)	.4	Temporary. Destroy when card is filled or when publication no longer being received.
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	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
	b. Administrative Log. Lists projects completed by and sent from Branch.	.2	Temporary. Destroy when no longer needed.
	c. Book loan records. 3x5 card file on books on loan to the section.	.1	Temporary. Destroy when books are returned to the Library.
54	OPERATIONAL INTELLIGENCE CARD FILES		
	Maintained by each functional area and used as a ready reference in preparing information reports.	29.6	Temporary. Destroy when no longer necessary or superseded.
	a. Abbreviations and glossary files which supplement dictionaries. Maintained on 3x5 and 5x8 cards. Filed alphabetically.	(.8)	
	b. Personalities and Organization Indices. Contain names of individuals and organizations appearing in foreign newspapers and periodicals giving a brief summary. Filed alphabetically in each geographic area.	(14.0)	
	c. Urban Development. Card collection of urban development in various cities of the USSR relating to communications, rail, transportation etc. Filed by city.	(6.3)	
	d. Plant Data. Cards containing information regarding industrial installations, production and various plant data.	(8.3)	
	e. Periodical-article Index. Card index to articles translated from Soviet periodicals for use, principally, of Radio Propaganda Branch, FBID.	(.2)	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		

RECORDS CONTROL ROOM 2005/11/21 : SECRET

SCHEDULE NO.

25.06-59

SECRET 78-00487A000400230001-4

CONCURRENCE

OFFICE, DIVISION, BRANCH

ILLEGIB

OO/FDD

FAR EAST BRANCH

SIGNATURE

25X1

TITLE

Chief Far East Branch FDD 19 May '59

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

55

BRANCH SUBJECT FILE

Consists of copies of memorandums, reports and other papers relating to the administration of the Branch and its Sections. Portions of the File are maintained in each Section as a convenient reference. Filed according to the Agency's Subject Numeric Filing System.

- a. Branch Subject File. Maintained in office of the Branch Chief.  
(1956 to date)
- b. Section Subject File. Maintained in office of Section Chief.  
(1956 to date)

3.0

Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area 1 year and destroy.

2.8

Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area 1 year and destroy.

56

REQUIREMENTS FILES

- a. Copies of operational guides and specific requirements served on the Branch by other offices or agencies. Record copies are maintained in Support Branch. File is used in preparing reports.
- b. Extra copies of operation requirements maintained by each geographical section for convenience.

1.0

Temporary. Destroy after 3 months. Place in inactive file when requirement is completed or cancelled.

1.0

Temporary. Destroy when requirements have been completed or cancelled.

*Release 1975*

Approved For Release 2005/11/21 : CIA-RDP80-00407A000400230001-4

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
57	RESEARCH AND REFERENCE MATERIAL  Copies of classified intelligence reports, State dispatches, reports from Army, Navy, Air Force, and FBIS, maps, pamphlets, NIS's, and other material used as reference. Maintained in each section and filed according to subject. (1950 to date)	188.0	Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy material superseded or no longer needed.
58	LIBRARY REFERENCE MATERIAL  Unclassified bound books, technical manuals, foreign language dictionaries, year books, etc., used as reference material. Assembled in book cases and on individual desks and shelves as needed.	147.0	Temporary. Retain indefinitely. Screen periodically, at least annually, and return or dispose of material no longer needed.
59	FOREIGN NEWSPAPERS AND PERIODICALS  Copies of newspapers and periodicals received by subscription or other channels. Material used for scanning, exploiting, or translation as directed by requirements and the Division's mission. Material distributed to Sections concerned and filed chronologically. (1954 to date)	99.0	<del>Temporary. Retain in Section until exploitation is completed and then forward to Acquisition Branch, Library for permanent retention. See attached</del> <i>memo 20 Sept. 1961. jgh</i>
60	LOG BOOKS  a. Ledger type books used to control assignment of project numbers within Branch and as ready reference. (1957 - 58)  b. Loose-leaf notebooks used to record receipt and disposition of Chinese periodicals and newspapers. Used as reference. File lists title, date, source, and such information on the publications. (1947 to date)	0.1  0.4	Temporary. Destroy after 1 year. Cut off at end of each year; retain in current files area 1 year and destroy.  Temporary. Destroy after 1 year. Cut off at end of each year; retain in current files area 1 year and destroy.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		
61	<p>OPERATIONAL INTELLIGENCE CARD FILES</p> <p>These card files are maintained as ready reference of various intelligence material on certain language areas and are useful in preparing Information Reports.</p> <ul style="list-style-type: none"> <li>a. Abbreviations and glossary files of unusual foreign language terms used to supplement dictionaries. Maintained by language area, on 3x5 cards, and filed alphabetically.</li> <li>b. Index of newspapers and periodicals listing title, editor, address, political affiliation, source, and other data. Maintained on 5x8 and 3x5 cards and filed alphabetically by title.</li> <li>c. Personalities. File of certain individuals appearing in foreign newspapers and periodicals. Cards include name and brief biography. Maintained by language area, on 3x5 cards, and filed alphabetically by surname.</li> <li>d. Organizations, plant data, ministries, or groups. Cards include data relating to their purpose and organization.</li> <li>e. Miscellaneous. Card files containing information collected for possible use in reports.</li> </ul>	<p>SECRET</p> <p>4.0</p> <p>1.2</p> <p>2.0</p> <p>1.6</p> <p>.4</p>	<p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when glossary is published or material is no longer needed.</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4</p> <p>f. Scan files. This is a 3x5 reference file of items appearing in certain Chinese newspapers and collected for possible use on a selective basis on a later date.</p>	<p>SECRET</p> <p>.5</p> <p>SECRET</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4</p> <p>Temporary. Retain indefinitely. Screen periodically, at least annually, and destroy when card is obsolete or when material is no longer needed.</p>

RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

SCHEDULE NO.

25-06-59

CONCURRENCE

OFFICE, DIVISION,

ILLEGIB

**CONFIDENTIAL**

25X1

FDD/Scientific and Technical Branch

TITLE  
Chief, Sci & Tech Branch

DATE  
18 May 1959

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

62

**BRANCH SUBJECT FILE**

These are copies of memos, reports, notices and other papers which are accumulated and utilized in the administration of the activities of the Branch. Filed by Agency Files System. (1958-59)

.8

Temporary. Destroy after one year. Cut off file at the end of each year; retain in current files area for one year then destroy.

63

**REQUIREMENTS FILE**

- a. Copies of operational requirements served on the Branch and distributed to the Sections and individual analysts involved. Record copies maintained in Support Branch. These are retained for reporting purposes after requirement has been filled. Filed by requesting office.

.4

Temporary. Destroy 3 months after requirement fulfilled. Upon completion of requirement, place in Section Chiefs files; hold for 3 months and destroy.

- b. Requirement log maintained in notebook form and on 3x5 cards for control purposes.

.1

Temporary. Destroy 3 months after requirement has been fulfilled.

64

**REFERENCE AND RESEARCH MATERIAL**

Consists of copies of intelligence reports, State dispatches, pamphlets, publications, FDD reports and other material. Used as reference in preparing information reports, Material maintained by individual sections due to functional breakdowns. Filed by type and subject.

65.0

Temporary. Destroy when no longer needed for reference purposes.

**SECRET**

**CONFIDENTIAL**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP77-00487A000400230001-4			
65	LIBRARY REFERENCE MATERIAL  These are bound books, technical manuals, dictionaries, gazeteers, etc. Used for reference purposes.	173.0	Temporary. Retain indefinitely except that material to be returned to library when no longer needed.
66	FOREIGN NEWSPAPERS AND PERIODICALS  These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Division's mission. Divided among the Sections according to subject content.	68.0	Temporary. To be forwarded to Acquisition Branch, CIA Library when exploitation completed.
67	LOG BOOKS  a. Log books used for assigning project numbers and control within the Branch and for JPRS projects. Maintained for ready reference. Information recorded is project number, title, date, requirement pages, etc. (1958-59)  b. Log of periodicals received in Section. Lists title, issue number, date of receipt and return. Filed by title on 5x8 cards maintained in Kardex. (1958-59)	0.2  0.1	Temporary. Cut off file at end of each year and retain in current files area one year and destroy.  Temporary. Cut off at end of six months. Retain six months and destroy.
68	PERIODICAL ABSTRACT FILE  5x8 card file of abstracts from foreign Scientific periodicals used for reference and research. Cross indexed by subject, periodical title and author.  a. Filed by subject 1954-59 b. Filed by title 1957-59 c. Filed by author 1957-59	10.2 11.6 0.4	Temporary. Destroy when no longer needed. Temporary. Destroy when no longer needed. Temporary. Destroy when no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
69	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4</p> <p><del>SECRET</del> <del>CONFIDENTIAL</del></p> <p>OPERATIONAL INTELLIGENCE FILES</p> <p>Maintained by each functional area and used as ready reference in preparing reports.</p> <p>a. 3x5 card file of scientific conferences of the USSR. Filed by conference. 0.5 Temporary. Destroy when no longer needed.</p> <p>b. 3x5 index to books, periodicals and newspapers (in Russian). Filed by title. 5.8 Temporary. Destroy when no longer needed.</p> <p>c. 5x8 card file on the Medical institutions in the USSR. Filed alphabetically. 1.5 Temporary. Destroy when obsolete or no longer needed.</p> <p>d. Biographic information of Soviet scientists on various sized cards. Filed alphabetically. 2.9 Temporary. Destroy when no longer needed.</p> <p>e. 3x5 card file of electrical terms in German and Russian. Filed alphabetically. 0.2 Temporary. Destroy when no longer needed.</p> <p>f. Information on 5x8 cards on the Academy of Sciences, USSR. Filed alphabetically by institutes, departments. To be used for future projects and reference. 4.5 Temporary. Destroy when published or no longer needed.</p> <p>g. 3x5 card file of dissertations of Candidates of the Academy of Sciences. Filed alphabetically by subject. 1.6 Temporary. Destroy when no longer needed.</p> <p>h. 5x8 index of items published in the IGY report. Filed by author. 0.2 Temporary. Destroy when no longer needed.</p> <p>i. 5x8 index to "Referativnyy Zhurnal". Filed by subject and issue. 3.0 Temporary. Destroy when no longer needed.</p>		
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230001-4</p> <p><del>SECRET</del> <del>CONFIDENTIAL</del> <i>USSR</i></p>			